

**FY'07 "FIX-IT-FIRST" FRIENDS  
MATCHING FUNDS PROGRAM FAQs**

**Executive Office of Environmental Affairs  
Office of Public Private Partnerships  
100 Cambridge Street, Suite 900, Boston, MA 02114**

**FREQUENTLY ASKED QUESTIONS**

***Who can be an OPPP partner?***

Partners may be community groups, friends groups, park advocacy groups, corporations, institutions, and dedicated individuals with an interest in improving the Commonwealth's environmental, historic and cultural resources. OPPP welcomes applications from multiple partners working collaboratively to complete a project.

***What projects are eligible for matching funds?***

Matching funds are available for **capital projects on state land** managed by any of the four agencies within the Executive Office of Environmental Affairs (Department of Conservation and Recreation, Department of Environmental Protection, Department of Agricultural Resources, Department of Fish and Game). Capital projects generally include construction and/or restoration of physical features on state land and the planning required for such projects, including resource management plans. They do not include land acquisition, staff, or operational maintenance activities.

***What type of contributions can be matched?***

**OPPP will match only monetary contributions that are deposited in a state trust fund.** In-kind donations of materials, services, and labor, while much appreciated, are not eligible for this matching funds program. OPPP will match private contributions from individuals, organizations (e.g., friends groups, civic organizations), institutions or businesses, or contributions from a non-state governmental entity (e.g., federal, municipal). It will not match money from any state source. Matching funds are typically awarded on a dollar-for-dollar basis.

***What types of projects will be approved?***

In prior years, partnership projects have included major field reconstructions, building restorations, interpretive signs, planning efforts and more. Matching funds awards have ranged from \$250 to \$325,000. More information about completed projects is available on OPPP's website at: [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp) .

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Generally, eligible projects are reviewed with the following considerations:

- Projects that address the deferred maintenance needs of the agencies are strongly encouraged (i.e. "Fix-It First").
- Projects should meet management goals of the agencies as expressed by a master plan, management plan or by agency staff in the absence of such plan.
- Projects that would require ongoing dedication or redeployment of substantial additional agency staff time or other resources are a lower priority for agency approval. However, partnerships formed to support a capital project that are extended to address the capital project's long-term maintenance requirements are strongly favored.
- Projects with solely aesthetic benefit are a lower priority for agency approval.
- Projects must not infringe on public use and enjoyment.
- OPPP will consider projects that will require funding for more than one year.

### ***How does the application process work?***

Interested applicants are **strongly encouraged** to initiate a conversation with a representative of the EOE agency in which their project is located before submitting an application.

- If the property and project are within any EOE agency other than the Department of Conservation and Recreation (DCR), please contact Betsy Shure Gross, Executive Director of the Office of Public Private Partnerships, at 617-626-1117 or [betsy.shuregross@state.ma.us](mailto:betsy.shuregross@state.ma.us)
- If the property and project are within DCR, contact Margie Lynch, Director of Partnerships, at 617-626-1315 or [margie.lynch@state.ma.us](mailto:margie.lynch@state.ma.us)

During the initial discussion with agency staff (in person, on the telephone, or in writing), applicants should share information about their organization, one or more project concept ideas, and the funds the partner(s) are prepared to provide for the project. Once the project ideas are refined in discussion with agency staff, applicants should complete the application (available at [www.mass.gov/envir/opp](http://www.mass.gov/envir/opp)), contacting the agency representative with any questions.

**Applications are due by September 15, 2006**, but OPPP strongly encourages earlier submission to facilitate agency review.

Applications may be mailed, emailed or faxed using the contact information below:  
Ethel Woodard, Office of Public Private Partnerships, Executive Office of Environmental Affairs, 100 Cambridge Street, Suite 900, Boston, MA 02114.  
[ethel.woodard@state.ma.us](mailto:ethel.woodard@state.ma.us), 617-626-4917 (telephone), 617-626-1027 (fax)

Applications will be reviewed by a team of agency staff. **OPPP will distribute notices regarding the disposition of applications by October 27, 2006.**

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### ***How will the project be managed?***

The agency with which you are partnering will manage the project. The project officially begins with the deposit of the partner's funds in a state trust account. Instructions on how to do this will be included with the letter approving your project. **These funds must be deposited at the latest by December 1, 2006.** OPPP **strongly encourages** partners to deposit their funds as soon as they are available to increase the likelihood that project work may begin more quickly and to allow more time for project completion.

The project will be assigned a project manager at the partner agency, and the project manager will work with the partner(s) to implement the project. The project manager is responsible for overseeing hiring of the contractor or vendor if one is needed and must comply with applicable state laws regarding bidding and contracting. The project managers will conduct meetings with the partners, as well as other parties whose input is necessary to carry out the project.

With very few exceptions, projects must be completed by the end of the state's fiscal year, which is June 30, 2007.

### ***Once an application is approved, what further reviews and approvals are required?***

The agency partner will seek appropriate public participation in partnership decisions to promote a shared sense of responsibility for public resources and environmental assets. A public meeting will be held to discuss any proposed partnerships projects that involves character-altering changes at a property or facility under the agency's stewardship. For projects of a lesser scale, the agency partner may consult with other stakeholders with an interest in the project such as friends groups formed to support a particular park or forest.

The agency partner will comply with applicable laws and/or policies pertaining to public review and comment. Some projects may require review and/or approval of another agency (e.g., Massachusetts Historical Commission, local conservation commissions, environmental reviews). The agency partner will be responsible for securing these approvals.

### ***Will partner contributions be publicly recognized?***

All OPPP partners will receive a certificate of appreciation from the Commonwealth for their contributions.

### ***Summary of schedule***

<b>Applications due</b>	<b>No later than September 15, 2006*</b>
<b>Partner notifications distributed</b>	<b>October 27, 2007</b>
<b>Partner funds deposited with state</b>	<b>No later than December 1, 2006*</b>
<b>Projects completed</b>	<b>June 30, 2007</b>

\* Earlier submission is strongly encouraged if possible.